

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

March 10, 2020

7:30 P.M.

Meeting called to order – 7:30 P.M.

Present: Shari Adams, Robert Booz, Jane Eriksen, David Foster, Eric Infeld, Lynn Johnson, Anne Mueller, David Turley, and Jan Wenzel. Also attending: Christine Michaud, Library Director.

I.Public Comments/Communications - None noted.

II.Minutes – January 14, 2020 and February 11, 2020 - **Motion to approve January minutes** by Jane Eriksen, seconded by Anne Mueller. Passed unanimously. **Motion to approve February minutes** by Anne Mueller, seconded by Jan Wenzel. Passed unanimously

III.Financial Reports

1. Board - Spending is in line with budgeted amounts.
2. Librarian - Brief discussion on wages, as line is lower than expected due to time to fill staff position and planned staff absences. Spending is in line with budgeted amounts taking this into account.

IV.Librarians' Reports

1. Director – Staffing is tight at this time, and may have challenges in meeting full staffing. Update on Corona Virus and planning provided – Director did note that Twin Maples program placed on hold. Update on auto renewals – not suppressing checkouts as of now
2. Other – none discussed.

V.Strategic Planning Update

1. Strategic plan ends in June of 2020. Brief discussion on options – determined that best option at this time is to review and update the current plan, and have a full plan for June 2022.
2. Board reviewed, discussed and drafted updates to Durham Public Library Strategic Plan July 1, 2017 – June 30, 2020. **Draft Durham Public Library Strategic Plan for July 1, 2020 – June 30, 2022 to be presented to Board at April meeting by Shari Adams and Eric Infeld.**

VI.Committee Reports

1. Subcommittee on Space Revitalization - Bob Booze presented the proposal for consultant support for space revitalization. The proposal is at a fixed price/scope. **Motion to accept the proposal to contract for design services to assist with design services to assist with the 2020 grant application made by Anne Mueller seconded by Lynne Johnson. Passed unanimously.**

2. PALS - Mini-Golf program at library was a success. There was lower attendance on Saturday night than prior year, more on Sunday. Thank-you from PALS and the Board to all of the volunteers. Special thanks to Christine and the staff for the many hours devoted to this program.

VII. New Business – none noted.

VIII. Old Business

1. Sign for charging station – Board discussed request from Town of Durham Sustainability committee. **Motion made Town of Durham Sustainability committee to place a sign of the same size as the existing sign onto the restricted use sign-post made by Bob Booze and seconded by Anne Mueller. Approved unanimously.**
 - I. **Motion made to go into Executive session for personnel matters made by Jane Ericksen seconded by Anne Mueller** – passed unanimously. Board went into executive session at 9:00 PM. **Motion made to leave executive session by Bob Booz and seconded by Lynn Johnson.** Passed unanimously at 9:08 PM.

Meeting adjourned at 9:08 PM

Respectfully submitted

Eric J. Infeld

Recording Secretary